

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Office Technician (Typing)
Location: Business and Human Resources Bureau
Salary Range: \$2686 - \$3264

Classification: Office Technician (Typing)
Section/Unit: Personnel Roster Unit
Number of Vacancies: 1

Job Description: (includes typical duties)

Under the supervision of the Office Services Manager I, independently performs a variety of clerical support functions that include Receptionist for the Employee Counter, selling Transit merchandise, answering a multi-line phone system, sorting mail and distributing to proper locations, processing telephone and written employment verifications for departmental employees, and ordering supplies. Assist with a variety of support functions and participate in the pre-employment processing of new hire candidates and vendors. Work hours may be adjusted due to seasonal new hire workloads/business needs.

Required Knowledge, Skills, Abilities:

Knowledge of computers and various software
Demonstrate a high degree of flexibility
Work in a team atmosphere
Communicate effectively both verbally and in writing
Demonstrate a positive attitude and a commitment to provide quality customer service
Manage multiple assignments and meet stringent time constraints
Good organizational skills

Desirable Experience/Qualifications:

Experience working in a fast-paced environment
Ability to use tact and good judgment

Mail or hand deliver your application by: January 30, 2009

Contact Person: Marilyn Robinson

Telephone Number: (916) 845-3011

Address/Room Number: EXAMS PO Box 550, Sacramento CA 95812-0550 Attn: Marilyn Robinson

Special Instruction: **FTB Employees Hand Deliver or Route To M. Robinson at M/S A-161**

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

"California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (**FTB**) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, **FTB** will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with **FTB**."

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.